

# ZONE CHANGE AND GENERAL PLAN AMENDMENT

## Submittal Requirements and Checklist



The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Zone Change and/ or General Plan Amendment application. The Zone Change/ General Plan Amendment procedure is established to allow for the reclassification of the designated zone for a property, and to bring the property into conformance with the General Plan. The granting of a Zone Change/ General Plan Amendment requires City Council approval. A Zone Change/ General Plan Amendment application will not be considered for approval, either by staff or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application.

1. ☐ Deposit in the amount of:  
☐ Zone Change: \$3,000  
☐ General Plan Amendment: \$5,000
2. ☐ Completed Discretionary Permit Application, and any related concurrent Permit Applications
3. ☐ Completed Ownership Disclosure Form
4. ☐ Completed Environmental Information Form  
☐ Deposit in the amount of \$1,000, unless Categorical Exempt
5. ☐ Completed Public Notice Package
6. ☐ Ten (10) sets of the map drawn to scale and fully dimensioned, indicating all information relevant to the amendment, including uses and structures on the property and adjacent to the property. All plans should be bound together and folded to 8.5"x11".
7. ☐ A reproducible reduction of the site plan to 8.5" x11".
8. ☐ A statement indicating the purpose of the requested zone change and/ or general plan amendment.
9. ☐ Other plans and information as required by the Community Development Director necessary to describe, explain, or illustrate the requested use.

*Please remember to check-off list items at application submittal. A copy of this checklist form should be submitted with the application.*